Section 14.5   PARAMS MENU
Personnel Data
Deduction Code

Purpose	This section provides the procedures for a control agency to update the description of a deduction code. **This window is inquiry only for non-control agencies.**
Window Name	Deduction Code
Reminders	**1.** The Deduction Code window is accessed through the Params, Personnel Data, E - Deduction Code items on the menu bar.
	2. The Deduction Code window contains a Selection Criteria window and a Selection List window. The only Selection Criteria is Deduction Code. However, it is not required to enter anything in the Selection Criteria window. If no code is selected, all Deductions Codes will be displayed in the Selection List window. The user may then highlight the appropriate deduction and click the Detail button to view or update the description of the Deduction Code. Only a control agency may update a code.
References	*No specific references*

Deduction Code

The following window is displayed when Params, Personnel, E - Deduction Code is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures
Deduction Code (Selection Criteria)

Following the steps below to enter selection criteria.

Step	Field Name	Action
1	Deduction Code	Select the Deduction Code from the dropdown list or enter the Deduction Code to display a specific code. Leave field blank to display all codes in the Selection List window.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window
3	Selection List	Highlight the Deduction Code and click the Detail button to view the detail.

Deduction Code (Selection List)

The following information is displayed:

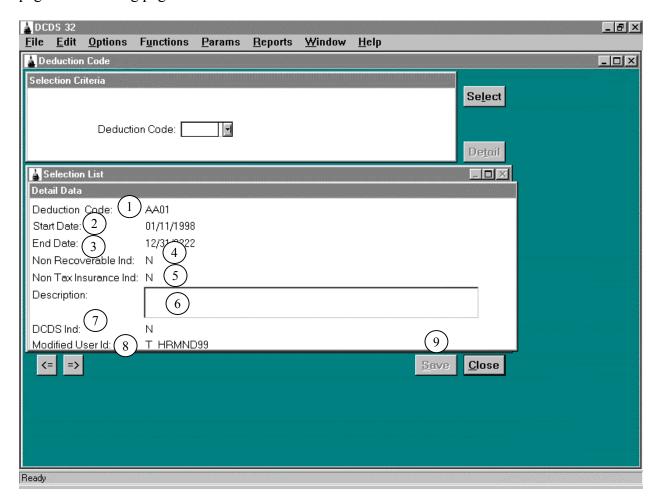| Field Name	Description
Deduction Code	The Deduction Code selected.
Description	The title of the deduction.
Start Date	The date the deduction became effective.
End Date	The date the deduction will no longer be effective.

Deduction Code

The following window is displayed when the **Detail** button is selected. The steps are described on page the following page.

DCDS Input Procedures
Deduction Code - Detail Window

Follow the steps below to update a Deduction Code description.

Step	Field Name	Action
1	Deduction Code	Displays the Deduction Code selected.
2	Start Date	Displays the date the Deduction Code became effective.
3	End Date	Displays the date the Deduction Code will no longer be effective.
4	Non Recoverable Ind.	Displays **Y** or **N** to indicate whether the deduction is non-recoverable.
5	Non Tax Insurance Ind.	Displays **Y** or **N** to indicate whether the deduction has non-tax insurance.
6	Description	Enter the appropriate description of the selected deduction code.
7	DCDS Ind.	Displays **Y** or **N** to indicate a deduction code was added to DCDS.
8	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
9	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the update to the description.